



You are requested to provide me with the following records:
(Please describe fully the records being requested.)

Prior to receipt of such records, I agree to pay the fees required for copies pursuant to the resolution of the Board of Trustees of the Village of Newark Adopted March 21, 1978.

Dated: _____ Signature _____

Address: _____

Telephone: _____

Acknowledged by Village of Newark

Clerk/Treasurer

Date: _____ 20 ____

Date of decision on availability of records: _____ Disposition of record availability:
Approved _____ Denied _____

Anticipated date that records will be available: _____ 20 ____

Date records delivered: _____ 20 ____

Signature of person receiving records: _____